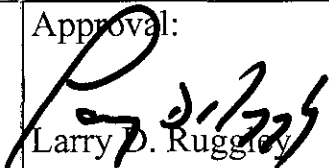


Fort Campbell

Sustainable Installation Management System

ISO 14001

Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Internal Audits		
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Document Owner:	Approval:	Revision Level: 1
Trudy Carr	 Larry D. Ruggley	Revision Date: 15 Jan 2006
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

1. PURPOSE:

To provide a standard procedure for planning, performing, and reporting internal SIMS audits.

2. SCOPE:

This procedure applies to all Installation Directorates, Activities, Tenants and Military Units whose activities have the potential for creating significant environmental impacts.

3. DEFINITIONS:

- a. **Auditor** — A Person with the competence to conduct an audit.
- b. **Audit Team** — One or more auditors conducting an audit, supported, if needed, by technical experts.
- c. **Corrective/Preventive Action Request (CPAR)** — A request, submitted using the procedures described in this document, to initiate action for addressing a nonconformity, problem or unsatisfactory condition.
- d. **Finding** — Results of the evaluation of the collected audit evidence against audit criteria.
- e. **Internal Audit** — A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled.
- f. **Nonconformity** — Non-fulfillment of a requirement.
- g. **Observation** — An undesirable practice that cannot be directly referenced as a requirement of the standard and/or SIMS procedures but if left unchecked could lead to a finding of nonconformance.
- h. **Significant Environmental Impact** - Any potential significant change (determined by Installation procedure or established criteria) to the environment, wholly or partially resulting from the organization's activities, products or services.

i. **SIMS Action Officer** - An individual designated by the SIMS Director responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).

4. SUPPORTING DOCUMENTS:

<u>Document ID</u>	<u>Title</u>
ISO 14001 : 2004	Environmental management systems -- Requirements with guidance for use
ISO 14004 : 2004	Environmental management systems -- General guidelines on principles, systems and support techniques
ISO 19011 : 2002	Guidelines for quality and/or environmental management systems auditing
SIMS255	Procedure for Corrective and Preventive Actions
SIMS265	Procedure for Environmental Records

5. PROCEDURES:

a. The SIMS Action Officer shall:

- (1) Maintain the roster of Installation SIMS auditors.
- (2) Schedule auditor training courses as appropriate to insure an adequate roster of internal auditors.
- (3) Prepare and maintain a schedule for SIMS internal audits and assign audit control numbers. The SIMS shall be audited at least annually.
- (4) For an audit:
 - (a) Notify affected organizations utilizing the format at appendix 1 as a guide.
 - (b) Select the Audit Team Lead and Audit Team Members and notify them of the assignment, schedule and activities to be audited. Ensure team members are independent of those having direct responsibilities for the specific areas being audited.

b. The Audit Team Lead shall:

- (1) Coordinate the audit schedule with the organization to be audited.
- (2) Meet with the audit team members prior to the audit to specify audit assignments and requirements.
- (3) Prepare for the audit using the Army EPAS EMS audit checklist as a guide.

c. The Audit Team Members shall:

- (1) Prepare for the audit by reviewing procedures, work instructions, prior audit findings, associated CPARs and other documents as applicable to the audit scope.
- (2) At the conclusion of the audit, furnish to the audit team leader the annotated checklist and draft summary report (if required).

d. The Audit Team Lead shall upon completion of the audit:

- (1) Hold a closeout meeting with audit team members as needed.
- (2) Collect completed auditor checklists and draft summary reports.
- (3) Ensure audit results have been discussed with audited process owner and/or management.
- (4) Prepare/Finalize audit summary report using the format in Appendix 3.
- (5) Submit audit documents to the SIMS Action Officer.

e. The SIMS Action Officer shall:

- (1) Review/approve audit summary report and forward to affected organizations.
- (2) Originate Corrective and Preventive Action Requests for appropriate audit findings, per SIMS Procedure SIMS255, Procedure for Corrective and Preventive Action.
- (3) Retain audit records in accordance with SIMS Procedure SIMS265, Procedure for Environmental Records.
- (4) Provide audit summary results and applicable CPAR status information for SIMS Management Reviews as needed.

6. DOCUMENT REVISION SUMMARY:

Original Document Issue Date: 1 July 2005		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	15 January 2006	Knowledge Share category changed to "SIMS"

APPENDIX 1

Sustainable Installation Management System (SIMS) Audit Notification Format

An internal audit of your activity's Sustainable Installation Management System (SIMS) has been scheduled.

Responsible Organization manager _____

Organization(s) to be audited _____

Audit to be performed ____/____/____

Scope and Purpose of Audit

Assigned Auditors: Lead Auditor _____

PLEASE CONFIRM DATE WITH SIMS ACTION OFFICER.

APPENDIX 2

Sustainable Installation Management System (SIMS) Audit Checklist Format

Audit Control Number _____ Audit Date _____
 SIMS Procedure(s) or ISO 14001 Standard Section(s) Audited _____
 Auditor(s): _____

Procedure/ Standard Section	Organization To Interview	Items to Verify	Objective Evidence	Conformance / Nonconforming	Observation

